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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 15 October 1956

FROM : Chief, Clerical Training

SUBJECT: Week of 9 - 15 October 1956

1. Numbers in Clerical Induction Training. During the week of 9 October there were 105 people in Clerical Induction Training.

2. Numbers in Clerical Orientation Training. In Clerical Orientation there were 17 people for the week of 9 October 1956.

3. Numbers in Clerical Refresher Training. The regular four-week Refresher Training Course #63 began 15 October and 39 trainees were enrolled. The Components represented were: DDP, 21; DDS, 8; DDI, 10.

4. English Usage Course at [redacted] Building.

Chief of Clerical Refresher Training, is conducting a special course in English Usage for FDD/00 clerical personnel at [redacted] Building. This course will be held one hour each day from 15 October through 9 November 1956. 22 are registered for this course.

5. Request for Typing Shortcuts Session at [redacted] Building. Clerical training has been asked if a staff member could conduct a three-hour training session in Typewriting Shortcuts at [redacted] Building for FDD/00 clerical personnel. Plans are being made to honor this request this month.

6. Visit of IBM Representatives. Miss Peggy Duane, Educational Representative, and Mr. Lettis of International Business Machines visited Clerical Training on 12 October 1956. Mr. Lettis handles the Agency's account with IBM. He called asking if he might introduce Miss Duane to this staff. Miss Duane, [redacted] discussed the possibility of devoting a half day to a clinic type of training session for Agency employees who use either the IBM electric or the IBM Executive model typewriters. [redacted] will be in charge of setting up such a program possibly in November.

7. [redacted] Chief, Clerical Orientation, will be on leave from 15 October through 2 November 1956.

25 YEAR RE-REVIEW

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8.

course in Effective Speaking which was given 10 September through
17 October 1956.

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OTR/CT:MAH:mar (15 October 1956)

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